

# Government of Tuvalu – Job Description



<b>Position Title:</b>	Director of Rural Development	
<b>Band and Salary:</b>	T1 – T3	\$15,448 - \$29,287
<b>Ministry and Department:</b>	Ministry of Home Affairs, Climate Change and Environment	Department of Home Affairs
<b>Location:</b>	Funafuti	
<b>Reports to:</b>	Secretary	

## JOB PURPOSE:

Manage and coordinate technical support of the National Government to the Local Government,

## KEY RESPONSIBILITIES: (list no more than 6 key responsibilities not tasks)

1. Provide technical advice to Secretary of Home Affairs on all Local Government matters.
2. Provide advisory support to the Falekaupule at local and national level.
3. Manage the development and implementation of local policies.
4. Manage the funding arrangements to support department development programs.
5. Manage the work performance of the department and expected outcomes.

## MAIN DUTIES AND OUTCOMES: (list duties/tasks and outcomes of the responsibilities listed above)

- 1.1 Ensure the departments work plan outcomes are delivered within agreed time frames and reported to the Secretary on a monthly basis,
- 1.2 Prepare draft decision and recommendation papers on local government matters for the Secretary and submission to Cabinet and Developing Coordinating Committee.
- 2.1 Provide high-level support with the coordination of the Falekaupule Act, Staff guidelines and Financial guidelines for outer islands.
- 2.2 Assist the Kaupule Secretaries in the formulation and preparation of Kaupule budgets and Strategic Plans and annual work plans.
- 3.1 Formulate, implement and monitor policies and outcomes to Cabinet and from Cabinet decisions.

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4.1 Liaise with overseas and local funding agencies to secure funding for the department development programs of the Falekaupule.

4.2 Manage the review and application of Government Grants to all islands.

5.1 Provide ongoing performance management of the department, through; regular meetings, feedback, training/development and input into the performance appraisal process.

5.2 Support the Falekaupule with the development of job descriptions and delivery of whole of government personnel initiatives. (Induction, Performance appraisals and Recruitment)

### MANDATORY REQUIREMENTS:

Bachelor in Local Governance, Management, Finance, Social Science, Communication and Information Systems, Commerce and other related fields.

At least five years working experience in a management field.

### DESIRABLE REQUIREMENTS:

Ability to initiate, develop and implement effective strategies and to make informed and timely decisions

Knowledge of Legal, Governance and Politics, Business Studies, Social and Public Administration

High-level written and oral communication skills (Tuvaluan and English)

High-level negotiation and presentational skills

High-level attention to detail and accuracy Excellent excel spreadsheet and computer skills

Ability to liaise with a range of stakeholders

Sound time management skills

### IMPORTANT NOTICE

#### **Applicants through their applications MUST:**

- (i) Address all the qualification requirements of the job description.
- (ii) Address each of the responsibilities of the job as listed in the job description indicating how best he/she can carry out those responsibilities satisfactorily and at the same time add value to the job.
- (iii) The response in each case in (i) and (ii) must reflect the information in the CV; and the job application check list.

*It is expected that officers recognize the cross-cutting nature of gender issues; the roles and responsibilities in this job description should be performed by taking into account a sector integration of gender perspectives.*